DUTY STATEMENT

Employee Name: Position Number: 580-130-5393-745
Classification: Associate Governmental Program Analyst Tenure/Time Base: Permanent / Full-Time
Working Title: Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Advocate Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01 Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division Branch/Section/Unit: Program Support Branch / Purchasing, Solicitations and Processing Services Section / Centralized Contracts Services Unit (CCSU)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

Job Summary

The Associate Governmental Program Analyst (AGPA) supports the California Department of Public Health’s (CDPH) mission and strategic plan by independently executing a variety of complex analytical and technical work as CDPH Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Advocate, Procurement Buyer and Non-Competitive Bid (NCB) Coordinator for the Centralized Contract Services Unit (CCSU). The incumbent independently conforms to the Department’s purchasing authority to ensure satisfactory audit and delegated authority renewal by the Department of General Services (DGS) Procurement Division to ensure all state, federal, and Departmental rules, guidelines, regulations, and statutes have been adhered to. Up to 10% travel...
may be required.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Centralized Contract Services Unit.

**Special Requirements**

- ☑ Conflict of Interest (COI)
- □ Background Check and/or Fingerprinting Clearance
- □ Medical Clearance
- ☑ Travel: Up to 10% travel may be required
- □ Bilingual: Pass a State written and/or verbal proficiency exam in
- □ License/Certification:
- □ Other:

**Essential Functions (including percentage of time)**

35% Implements and maintains the Department's Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Business Plan development pursuant to Government Code (GC) Section 14846 and Military and Veterans Code Section 999.12 and Executive Orders. Advises and provides technical assistance to CDPH staff for developing changes to contract and procurement processes on a statewide basis. Implements creative and aggressive methods to enhance contracting and procurement opportunities for SB/DVBE firms to raise the Department's SB/DVBE participation levels. Independently represents the Department as the SB/DVBE Advocate to seek and encourage SB and DVBE participation in purchasing of goods and services statewide. The AGPA is a liaison with DGS on SB/DVBE program issues; provides the SB/DBVE community with contacts to contracting and procurement staff for business opportunities; and oversees prompt payment of SB firms in accordance with the Prompt Payment Act. Independently composes and responds to inquiries and correspondence regarding contracting and procurement practices, procedures, activities, complaints and issues affecting SB/DVBE firms. Works with programs to resolve diverse, sensitive, and/or issues received from SB/DVBE firms, interested parties or control agencies. Independently represents the Department at the SB Business Advisory Council, the DVBE Advisory Council, the DVBE Workgroup meetings, the DVBE alliance events, and other SB/DVBE meetings that include control agencies, other State agencies/departments, and the private sector. Collaborates and makes recommendations to Program Support Branch (PSB) Management of any/all SB/DVBE policy updates that may need to be incorporated into policies, solicitation documents and training modules.

30% Coordinates with CDPH Programs and assists in the preparation of Work Order Authorization Purchase Orders within the Financial Information System of California (Fi$Cal) and proposes recommendations to Program management and staff.

10% Coordinates and prepares contract/procurement-related reports and for CDPH Management, DGS-Procurement Division and other State Control agencies, such as the Annual Contract Activity Report (CAR), Improvement Plans, WOA reports and other special Adhoc statistical reports as needed; coordinates the collection of statistical data; documents and reports findings in a structured and professional format. Identifies methods of improving operational efficiencies
and takes appropriate action as necessary.

5% Develops recommended policies and procedures for either the Departmental Procurement Manual, Non-Competitive Bid (NCB) Manual, procurement/solicitation templates/checklist, PSB policy bulletins and other publications; advises Programs of policy and procedural changes.

5% Coordinate two annual SB/DVBE outreach event planning activities hosted by CDPH and/or DGS which may include organizing facilities or virtually, establishing invite list with vendor community, creating flyers and other outreach materials, set up equipment, and the procurement of needed supplies. Conduct pre/post-event evaluations and report outcomes.

5% Act as Non-Competitive Bid (NCB) Coordinator. Coordinates with CDPH Programs and assists in the preparation of NCB justifications, proposes recommendations to Program Management/staff, obtain required internal approvals and process request and track within DGS NCB Portal.

5% Act as back-up to other CCSU contract analyst. Responsible for independently processing the most complex Information Technology (IT) and Non-IT service solicitations utilizing Solicitation Builder portal, CDPH Contracts and Procurement System (CAPS) and the Financial Information System for California (FI$Cal).

Provide analytical and technical assistance to program staff on solicitation documents to ensure appropriate process is used, e.g. Request for Proposal (RFP), Invitation for Bid (IFB), Request for Offer (RFO) and Request for Quote (RFQ) acquisition methods. Coordinates with programs and assist in the development and preparation of solicitation documents and create Financial Information System of California (FI$Cal) purchase requisitions and/or purchase orders; and proposes recommendations to program management/staff. Attends meetings with Departmental staff to provide guidance on State contracting policies and procedures; technical advice and consultative services regarding subjects such as solicitation development, solicitation types/methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements (LPA) and required justifications. Develops options and takes action to correct the receipt of unsatisfactory specifications submitted by Program staff. Reviews documents (preliminary solicitations, contract/procurement requisitions, required forms and correspondences) for correctness, errors and form consistency; organizes and maintains procurement files.

Create draft solicitations and agreements and update the CDPH Contracts and Procurement System (CAPS) tracking logs on status. As needed, assist program staff in the development, completion or correction of contract forms and exhibits. As needed, respond to draft and final contract status inquiries.

<table>
<thead>
<tr>
<th>Marginal Functions (including percentage of time)</th>
</tr>
</thead>
</table>

5% Performs other job-related duties as required, such as, but not limited to, participating in impromptu meetings, drills, projects, and/or other training related activities. May assist in development of training tools and act as a Subject Matter Expert (SME) at CDPH SB/DVBE training courses provided to CDPH staff.

<table>
<thead>
<tr>
<th>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties</th>
<th>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable</th>
</tr>
</thead>
</table>
and have provided a copy of this duty statement to the employee named above. accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>Employee’s Name:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**HRD Use Only:**
Approved By: Annie Vang

| Date | 7/9/2021 |